

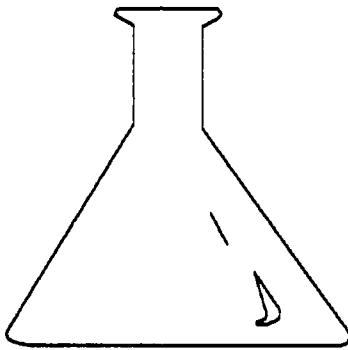
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URINALYSIS COORDINATOR

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HANDBOOK

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BUREAU OF NAVAL PERSONNEL
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DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370-5000

IN REPLY REFER TO
5350
Ser 631
18 SEP 1992

MEMORANDUM FOR ALL COMMANDERS, COMMANDING OFFICERS AND OFFICERS-IN-CHARGE

Subj: URINALYSIS COORDINATOR HANDBOOK

Ref: (a) OPNAVINST 5350.4B

1. Reference (a) designates the Urinalysis Coordinator as the advisor to the commanding officer on all matters relating to urinalysis collection and transportation of samples to the Navy Drug Screening Lab (NDSL). The Urinalysis Coordinator you appoint should be either a chief petty officer or officer and should be extremely trustworthy. In making your selection, a key factor to keep in mind is that this person will be responsible for your own testing as well as the entire command's.
2. With over a decade of experience behind us in the urinalysis testing field, I am proud to say that the Navy's program is a leader in its field and serves as a model for civilian enterprise. If you have a chance, and haven't already done so, I recommend you take a tour of a Navy Drug Screening Lab. Locations and telephone numbers are located in this Handbook. I believe you will be convinced that no margin for error exists at these state-of-the-art facilities.
3. It is your responsibility to make your own command's urinalysis program procedures as failsafe as the NDSLs. The attached Urinalysis Coordinator Handbook is forwarded for your information and to be passed to your Coordinator. Updates in policy or procedure will be issued via Drug Abuse Advisory Messages or changes to reference (a).
4. If you have questions concerning the content of this Urinalysis Coordinator Handbook, or would like more copies, please contact either LCDR Zline or YNC Burkhard, Pers-631, DSN 224-8008/8015, commercial 703 614-8008/8015.

F. H. NEEL
Commander, U.S. Navy
Director, Navy Drug and Alcohol
Program Division (Pers-63)
Acting

Distribution:
SNDL Parts 1 and 2
(less Marine Corps)

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INTRODUCTION

PURPOSE

The purpose of this handbook is to provide more detailed guidance than is currently available in OPNAVINST 5350.4B for coordinating a urinalysis program. While use of this information is encouraged, it is not mandated. This handbook is not intended to replace or revise the official urinalysis guidance provided in OPNAVINST 5350.4B.

OVERVIEW

The drug problem in the Navy is real. While the Navy has made progress in the fight against drug abuse, the war hasn't been won.

In 1980, the Department of Defense (DoD) conducted a survey in which 33 percent of Navy members admitted using drugs in the past 30 days. Obviously, there was a problem. The Chief of Naval Operations (CNO) responded with his zero tolerance approach: "Not on my watch...not on my ship...not in my Navy!" and the Navy got serious about deterring drug abuse.

In 1981, the Navy's expanded forensic urinalysis program was established as the most cost effective and scientifically supportable means of detecting drug abuse. Its visibility and the knowledge of its widespread use to detect drug abuse were also a great deterrent. By 1988, a DoD survey similar to the ones conducted in 1980, 1982 and 1985 showed a major decline in self-reported drug abuse--only 5.7 percent of Navy personnel admitted using drugs in the past 30 days. And, we expect to see a further decline when the next DoD survey reports out shortly.

Today the Navy tests for nine drugs--cocaine, cannabis, amphetamines, barbiturates, morphine, codeine, heroin, PCP and LSD. The five Navy Drug Screening Laboratories (NDSLs) can test over 2 million samples annually. The laboratories are monitored through quality control samples provided by the Armed Forces Institute of Pathology (AFIP) and by inspections conducted quarterly by Chief Bureau of Medicine and Surgery (BUMED) and annually by DoD and CNO. Time after time the Navy laboratories have proven to be accurate and reliable.

The weakest link in the urinalysis testing program has traditionally been collection. Errors in collection procedures and handling are the main reasons for a Navy urinalysis courts-

martial case being lost. Urinalysis convictions can be improved by following the guidelines more closely and by treating urinalysis sample collection with the priority it deserves.

COLLECTION PROCEDURES

Proper urinalysis collection is the key to a successful urinalysis program. Poor collection procedures, such as samples provided without direct observation or a break in the chain of custody of the samples, can weaken a case that ends up in court-martial proceedings. That could mean a sailor who has abused drugs might go unpunished. It's important to remember that every bottle of urine collected holds a sailor's career. It should be treated accordingly.

Every urinalysis collection should be conducted "by the book." The Navy's "book" for urinalysis collection procedures is Appendix B to Enclosure (4) of OPNAVINST 5350.4B. All of the collection steps are clearly outlined in that section of the instruction.

One of the key elements to a successful urinalysis program is to use responsible, experienced people in the process. Senior people -- officers and chief petty officers -- should be assigned as the coordinator and the observers for the collection process wherever possible. This will help maintain the credibility and integrity of the program.

WHEN AND HOW MANY TO TEST

The Navy's goal is to test between 10 and 20 percent of each command every month. This total includes all types of testing, such as rehabilitation, aftercare, fitness for duty and random testing. Some commands test their entire monthly quota at one time. This can lead to collections from 100 - 200 personnel or more. These large collections often lead to major problems. A better use of quotas is to test smaller numbers more frequently. For example, instead of conducting one test of 100 personnel each month, test 25 personnel each week for the same total of 100 people. Not only does this make the process shorter and simpler, but it also acts as a greater deterrent to drug abuse.

The timing of a test can also be a factor in a successful urinalysis program. Test times should remain unpredictable to minimize the opportunities for "cheating" on the test and to maximize the deterrent effect. When to test can also be a

creative decision. In most cases, it is best to test first thing in the morning because there is less chance that the urine has been diluted by drinking large amounts of fluid. However, in some cases, a command might decide to test a weekend duty section as they leave their watch. Again, the point is to keep the testing schedule as unpredictable as possible.

The test time and date should not be announced until immediately before the collection. This will help prevent cheating, and it will ensure that abusers are not warned in advance so that they can attempt to beat the test.

PREPARATION FOR SAMPLE COLLECTION

Many preparations for collection of the urine samples can be done prior to the beginning of the collection process. One example is preparation of bottle labels. The categories of information, e.g., batch and specimen numbers, testing premise indicator, date, plus spaces for the social security number and initials of the individual and the coordinator, can be written on the label before the collection begins. (See page 10 for a sample bottle label.) Some commands have developed a computer program to preprint labels. Other commands use a rubber stamp made specifically for this purpose. Preprinting labels will cut down administrative time during the actual collection. Information specific to the individual can also be printed prior to collection, but it may be easier to take the information from the individual's identification when he/she arrives to give a sample.

Ledgers can also be prepared prior to the collection. (See page 11 for a sample ledger.) Again, specific information should be completed during the actual collection process.

The collection area should be arranged prior to announcing the test. It should be, when possible, a little-travelled area, and only the people involved in the urinalysis collection should be present. It is a good idea to have sufficient space to serve as a controlled area for people waiting their turn or for people having problems providing a specimen. There should also be sufficient room for all necessary administrative work to be completed.

KEY STEPS

We've provided a simple checklist for the collection process on pages 8-9. This checklist along with Appendix B to Enclosure

(4) of OPNAVINST 5350.4B provides all of the information needed to conduct a successful urinalysis collection. There are several key steps in the collection process that, if carefully followed, will help guarantee success. One is **direct observation**. This tool, which is only available to the military, can stop most efforts to beat the test.

A second key step is the individual's verification of the information on the bottle label. The member must initial the label to confirm his/her verification of the information. The coordinator should then initial the label to verify the sample was provided by the individual designated on the label.

A third key step is the coordinator's inspection of the sample. This is accomplished by inspecting the color of the sample and by feeling the bottle for warmth. An adulterated or substituted sample may appear clear or pale, may be a different color from urine or may feel cool to the touch.

A fourth key step is having the individual sign the ledger to verify that the sample given is his/hers and having the observer print his/her name and sign the ledger to verify that he/she saw the sample being provided.

A fifth key step is the use of tamper resistant tape. The tape currently authorized is available from the Professional Tape Company, Inc. Information on ordering tamper resistant tape is included on page 23 of this handbook. The tape may be placed on the specimen bottle by either the coordinator or the individual after both have initialed the bottle label. The tape should be applied so that it overlaps the bottle label, extends over the top of the bottle and down the other side. **Failure to use tamper resistant tape in no way invalidates the urinalysis results or degrades the chain of custody.**

The final key step is to ensure that only the individual and the coordinator have custody of the sample during the collection. **THE OBSERVER SHOULD NOT TAKE POSSESSION OF THE SAMPLE AT ANY TIME.**

OBSERVATION PROCEDURES

Direct observation is one of the things that makes the Navy's drug testing program a success. It is also the best way to deter and detect cheating attempts.

Observers should be senior personnel -- officers and chief petty officers -- wherever possible. Using senior personnel lends extra credibility to the program, and it shows that the

command supports drug testing. Also, observers may be required to testify at an administrative board or at a court-martial. This is often too much of a burden to place on junior enlisted members.

The observer should escort the member from the coordinator's table to the head. Male observers should ensure that male subjects use only the urinal, and female observers should ensure that the stall door is kept open with female subjects. The observer should stand to clearly view the urine actually entering the sample bottle. If wide-mouth containers are used for females, the observer should view the individual pouring the sample from the wide-mouth container into the urine specimen bottle. The individual should provide at least 60 milliliters (just over half a bottle) of urine and then cap the bottle. The observer should then accompany the member back to the coordinator's table and sign the ledger verifying that he/she observed the individual providing the sample. The observer should be able to see the bottle from the time the individual takes it from the coordinator until the time he/she hands the completed sample to the coordinator.

WAYS TO CHEAT ON A URINALYSIS TEST

Drug abusers have a variety of methods for cheating on a urinalysis test. Most of these can be prevented or detected by using direct observation, unannounced test times/dates and senior personnel as coordinators and observers.

One method of cheating is adulteration, altering the specimen to mask the drug content. This has been tried by ingesting acidic substances such as cranberry juice or vinegar to increase the rate of excretion from the body. However, the amount of these substances needed to achieve the desired result would not be tolerable to most people. Sometimes substances such as commercial cleaners, ammonia and bleach have been added to a sample. These should be detectable by the coordinator either by the difference in color of the sample or by the sample's cooler temperature.

A second method of cheating is substitution. Drug abusers have attempted to substitute "clean" (drug-free) urine, "mello yello," orange soda, tea, apple juice, scotch and JP-5 for their own urine. Direct observation by senior personnel will help prevent substitution attempts.

A third method of cheating is dilution. Drug abusers can either attempt to dilute a sample with water after the sample has

been provided or to flush their systems by drinking large amounts of fluids and voiding several times before the test. Again, direct observation can prevent water dilution of a sample after it has been given. Close scrutiny should be given to females who may be able to add water from the toilet bowl to the bottle. Coloring the toilet bowl water can deter this. Surprise announcement of the test just prior to beginning collections can also help prevent an attempt to flush the system.

Navy Drug Screening Laboratories usually are able to detect adulterated or substituted samples. When they suspect that a sample has been adulterated or substituted, it will not be tested. The NDSL will notify the command that a sample is not urine.

An adulterated, substituted or diluted sample is a good indication that there is a problem in the collection process. When any of these occur, the coordinator should look closely at the observers and at the collection procedures.

CONTROL OF SAMPLES

The coordinator should maintain control of the urine specimens at all times. One person control will eliminate most concerns about possible tampering with the samples. If, however, the coordinator must turn custody of the samples over to another individual, the person should be trustworthy and reliable, and the change of custody must be documented in the block provided on the back of the Urine Sample Custody Document. The coordinator should keep the samples safely locked away in an area with limited access (only accessible to the coordinator) until they are shipped or hand carried to the Navy Drug Screening Laboratory.

PREPARATION AND TRANSPORTATION OF THE SAMPLES

After collecting all of the samples, the coordinator should complete the Urine Sample Custody Document, double checking all of the information. The samples should be packed according to the directions in OPNAVINST 5350.4B. A copy of the custody document should be enclosed in a waterproof mailer and inserted into the shipping container. The coordinator should seal all sides of the box with packing tape and sign and date across the tape on the top and bottom of each shipping container. The original custody document should be placed in a sealed envelope and attached to the shipping container. The box should be

wrapped in brown mailing paper, or if shipping several containers, placed in a larger outer container. Ensure no more than three batches of 12 bottles are shipped per container to comply with postal regulations. An alternate method is to wrap the box in brown paper after sealing, and then attach the original custody document to the outside of the box in a see-through plastic mailer. Place the address label on the outside of the shipping box so that the bottles contained within are sitting upright when the address is on the top of the box. The box should be shipped to the appropriate Navy Drug Screening Laboratory.

The urine samples should be transported to the lab by one of the acceptable modes of transportation. These include U.S. Mail (1st class), registered mail, certified mail, hand-carried to the laboratory, Military Airlift Command, commercial U.S. airline or commercial foreign airline (to be used only when no other means is available). Registered or certified mail is to be used only if deemed necessary.

COLLECTION CHECKLIST

- ____ Determine who will be tested.
- ____ Establish adequate location.
- ____ Appoint and instruct observers, where applicable.
- ____ Appoint and instruct administrative assistants, where applicable.
- ____ Prepare bottle labels (see sample page 10).
- ____ Prepare urinalysis ledger (see sample page 11).
- ____ Assign a 4-character alpha-numeric batch number for each box.
- ____ Announce test and personnel selected to be tested.
- ____ Assemble members being tested.
- ____ Verify positive ID of member being tested.
- ____ Verify bottle is empty and clean.
- ____ Complete ledger entry for individual.
- ____ Enter required information on label.
- ____ Under direct observation, member provides sample (if member unable to provide sample, follow guidance provided).
- ____ Ensure bottle contains at least 60 milliliters of urine (if less than 60 milliliters, follow guidance provided).
- ____ Attach label to bottle. (This can be done before bottle is given to member.)
- ____ Member verifies his/her data on specimen bottle label.
- ____ Member initials bottle in space provided.
- ____ Member turns sample over to coordinator.
- ____ Inspect sample for color and feel bottle for temperature.

- ____ Screw bottle cap on firmly. Do not over tighten.
- ____ Initial bottle label.
- ____ Apply tamper resistant tape.
- ____ Place filled sample bottle in box.
- ____ Ensure member verifies information and signs ledger.
- ____ Observer signs ledger verifying he/she observed sample being provided.
- ____ Maintain continuous control of samples or complete proper documentation of transfer of custody on Urine Sample Custody Document (OPNAV 5350/2).
- ____ Continue collection until all samples are collected.
- ____ Ensure Urine Sample Custody Document (see sample pages 15 and 16) is properly completed from information on bottles, not ledger.
- ____ Verify social security numbers on labels match Urine Sample Custody Document (recommend two-party verification system).
- ____ Pack bottles in accordance with OPNAVINST 5350.4B, ensuring compliance with postal regulations for two water tight seals.
- ____ Place copy of Urine Sample Custody Document in water proof package in box.
- ____ Seal box with tape--DO NOT USE MASKING TAPE.
- ____ Sign name and date across top and bottom of tape.
- ____ Attach original copy of Urine Sample Custody Document securely to outside of box in packing slip envelope. (This step and the next step may be reversed, if desired.)
- ____ Wrap shipping container in brown paper.
- ____ Place lab address on top of box (bottles upright inside).
- ____ Mail or hand carry samples to appropriate laboratory.

BOTTLE LABEL

BATCH: <u>RS63</u>	SPEC: <u>01</u>
TPI: <u>RS</u>	DATE: <u>87/07/21</u>
SSN: <u>000-41-6953</u>	
I: <u> </u>	C: <u> </u>

BATCH: BATCH NUMBER (FOUR CHARACTER ALPHA-NUMERIC ONLY)

SPEC: SPECIMEN NUMBER (TWO DIGITS ONLY)

TPI: TESTING PREMISE INDICATOR (ONLY THOSE TESTING
PREMISES LISTED IN APPENDIX B TO ENCLOSURE (4)
OF OPNAVINST 5350.4B ARE AUTHORIZED TO BE USED).

DATE: DATE SAMPLE COLLECTED

SSN: INDIVIDUAL'S SOCIAL SECURITY NUMBER

I: INDIVIDUAL'S INITIALS

C: COORDINATOR'S INITIALS

URINALYSIS LEDGER

DATE OF COLLECTION T/D/M/Y	BATCH NUMBER	SPECIMEN NUMBER	TESTED MEMBER'S SSN	TPI	TESTED MEMBER'S SIGNATURE	OBSERVER'S SIGNATURE & PRINTED NAME	DISPOSITION/REMARKS
0805 10/07/87	RS63	01	000-41-6953	RS	<i>W. J. Clegg</i>	<i>Joe R. Smith</i>	
0810/0905 10/07/87	RS63	02	000-24-8671	RS	<i>T. C. Clegg</i>	<i>Joe R. Smith</i>	PROVIDED <60ML/ HELD UNTIL COMPL.
0815 10/07/87	RS63	03	000-37-6943	US	<i>W. J. Clegg</i>	<i>Joe R. Smith</i>	
0830 10/07/87	RS63	04	000-92-3340	RS	<i>T. C. Clegg</i>	<i>Jane P. Smith</i>	DENTAL WORK 10/03/87
0845 10/07/87	RS63	05	000-87-3241	CB	<i>T. C. Clegg</i>	<i>Joe R. Smith</i>	COULD NOT GO/Held UNTIL PROVIDED
			06		<i>LE</i>		
				07			
				08			
				09			
				10			
				11			
				12			

URINE SAMPLE
CUSTODY DOCUMENT

(SEE EXAMPLE OF COMPLETED URINE SAMPLE CUSTODY DOCUMENT ON PAGES 15 AND 16)

BLOCK 1. SUBMITTING UNIT MESSAGE ADDRESS AND UIC

- Use **message short title** of unit submitting urine samples (See USN PLAD 1 for correct message short titles). Include submitting unit's unit identification code (UIC).

BLOCK 2. SECOND ECHELON COMMANDER MESSAGE ADDRESS

- Use **message short titles** of administrative chain of command (See USN PLAD 1 for correct message short titles) requiring laboratory results.

BLOCK 3. DATE SAMPLE(S) OBTAINED

- Use actual date sample(s) obtained.

BLOCK 4. GEOGRAPHIC LOCATION OF UNIT AT TIME OF COLLECTION

- Use the geographic location of the unit when the sample(s) was collected (e.g., Jacksonville, FL; inport Naples, IT; at sea, etc.)

BLOCK 5. LOCALLY ASSIGNED BATCH NUMBER

- Use locally devised **four character alpha-numeric batch number**.

BLOCK 6. DATE PREPARED FOR SHIPMENT

- Use date shipping container is actually sealed and prepared for transportation.

BLOCK 7. SPECIMEN NUMBER

- This number is preprinted for you on the form.

BLOCK 8. SSN OF PERSON PROVIDING SAMPLE

- SSN must be legible and match the SSN on the bottle label and ledger.

BLOCK 9. TESTING PREMISE

- The following testing premise codes are the **ONLY** codes authorized to be used:

Inspections

RS Random Sample
US Unit Sweep (includes sub-unit sweep)
AT Accessions Testing
OS Other Service-Directed Testing (specify)
RF Rehabilitation Facility Staff Member

Medical Examination

ME Medical Examination

Search or Seizure

CT Consent Testing
PC Probable Cause

Fitness for Duty

CD Command Directed
PD Physician Directed
SA Official Safety, Mishap, Accident Testing
RA Rehabilitation Program/Aftercare Testing
SU Surveillance Testing
ET Evaluation Testing

Other

OT Other Authorized Testing (specify)
FT Field Test Quality Control Samples

BLOCK 10. PTK, DAU POSITIVE

- This column should be completed only if using an EMIT-st portable kit or EMIT-DAU. Otherwise leave blank. If a sample is screened positive by either the EMIT-st portable kit or EMIT-DAU, indicate for which drug(s) the sample screened positive. The following abbreviations are authorized:

AMP - Amphetamine
BAR - Barbiturate
COC - Cocaine
OPI - Opiate
PCP - Phencyclidine
QUA - Methaqualone
THC - Marijuana/Hashish

BLOCK 11. CHAIN OF CUSTODY

- A COMPLETE AND ACCURATE CHAIN OF CUSTODY IS A VITAL PART OF A SUCCESSFUL URINALYSIS PROGRAM.

- 11a. The unit coordinator should read, sign and date the certification statement. Include rate/rank or paygrade.
- 11b. Specify the mode of transportation used to ship specimens to the appropriate laboratory. U.S. MAIL is authorized. **THE UNIT COORDINATOR IS THE RELEASER IN ALL CASES.**
- 11c. If custody of a shipment changes for any reason other than transportation, each change of custody should be documented in this block. If the shipment is hand carried to the lab, document each time the shipment changes custody, including when the lab receives the shipment. All sections should be completed for each change of custody. If a continuation sheet is necessary, the continuation sheet must contain the information in blocks 1, 3 and 5. **MINIMIZE CHANGES OF CUSTODY AS MUCH AS POSSIBLE!**

COMMON ERRORS ON CUSTODY DOCUMENT

1. Incorrect or incomplete command short title.
2. UIC omitted or incorrect.
3. Incorrect or omitted second echelon commander short title.
4. Sample collection date omitted.
5. Incorrect or omitted testing premise indicator.
6. **Forwarding only copies of the Urine Sample Custody Document to the laboratory instead of a copy in the box and the original attached to the outside of the box.**
7. **Unreadable information.** Information should be legible and written in ballpoint pen or indelible ink not water-based felt tip pen.
8. **Failing to line through and initial information relative to specimens not sent to the laboratory.**

URINE SAMPLE CUSTODY DOCUMENT

Read Instructions on Reverse Before Completion

1 SUBMITTING UNIT MESSAGE ADDRESS & DUC USS MOINESTER (20075)		A DSL CONDUCTING TESTING 1	
2 SECOND ECHelon COMMANDER MESSAGE ADDRESS CINCLANTFLT NORFOLK VA COMCRUDESGRU EIGHT COMDESRON TEN		B RECEIVED FROM SHIPMENT 2	
3 DATE SAMPLE(S) OBTAINED 10 JULY 1987	4 GEOGRAPHIC LOCATION OF UNIT AT TIME OF COLLECTION NORFOLK VA 4	C CONDITION OF SHIP CONTAINER <input type="checkbox"/> UNDAMAGED <input type="checkbox"/> DAMAGED (Describe in 11c)	
5 ANALYLY ASSIGNED BATCH NUMBER RS63 5	6 DATE PREPARED FOR SHIPMENT 11 JULY 1987 6	D NAME, GRADE/TITLE & SIGNATURE OF RECEIVING OFFICIAL DATE	
7 SPECIMEN NUMBER 01 7 02 03 04 05 06 07 08 09 10 11 12		8 SSN OF PERSON PROVIDING SPECIMEN 000-4 L-6953 8 000-24-8671 000-37-6943 000-92-3340 000-87-3241 RS CT RS CD	
9 TESTING PREMISE RS 9 RS		10 PTK DAU POSITIVE 10	
G DSL ACCESSION NUMBER		H DSL FINDINGS (Results Negative Unless Marked)	
11 CHAIN OF CUSTODY (Continue on reverse if necessary)		11 REPORT OF RESULTS (Date, Time, Group)	
(a) I certify that I received all specimens, verified for accuracy both the identification on each sample bottle & this chain-of-custody document, & properly packaged & sealed the specimens for shipment		I certify that the findings noted above are correct and have been accurately reported to the submitting unit	
NAME, GRADE & SIGNATURE OF UNIT COORDINATOR JOHN J. DOE, MA1, USN		11a DATE 11 JUL 87	
NAME, GRADE & SIGNATURE OF CERTIFYING OFFICIAL JOHN J. DOE, MA1, USN		11b DATE 11 JUL 87	
(b) RELEASED FOR SHIPMENT BY THE FOLLOWING MODE HAND CARRIED TO NDSL		K DAMAGE TO SHIPPING CONTAINER	
NAME, GRADE & SIGNATURE OF RELEASER JOHN J. DOE, MA1, USN		SN 0107-LF 053-5510	

URINE SAMPLE CUSTODY DOCUMENT

11(c) CONTINUATION OF CHAIN OF CUSTODY

PURPOSE OF CHANGE OF CUSTODY	RELEASED BY (Name, Grade/Title, Activity & Signature)	RECEIVED BY (Name, Grade/Title, Activity & Signature)	DATE
TRANSFER 11c	JOHN J. DOE, MA1, USN USS MOINESTER	JOE BLOW, EN1, USN USS MOINESTER	11 JUL 87
TRANSFER	JOE BLOW, EN1, USN USS MOINESTER	JANE R. SMITH NDSL NORFOLK ACCESSIONING CLERK	11 JUL 87

General Instructions

- 1 Forward original and one copy with the urine specimens (original in envelope attached to inner sealed box or container and copy in a waterproof bag inside box or container)
- 2 Submitting unit shall retain one copy
- 3 Testing laboratory shall retain the completed original for a minimum of one year
- 4 All unshaded entries are to be completed by the submitting unit. All shaded areas are to be completed by the laboratory

SUBMITTING UNIT INSTRUCTIONS

Block Number

- 1 SUBMITTING UNIT MESSAGE ADDRESS & UIC
Message address and unit identification code (UIC) of unit submitting urine samples
- 2 SECOND ECHelon COMMANDER MESSAGE ADDRESS
Message address of second echelon commander to whom submitting unit reports (e.g. Commandant)
- 3 DATE SAMPLE(S) OBTAINED
Timeframe in which sample(s) provided
- 4 GEOGRAPHIC LOCATION OF UNIT AT TIME OF COLLECTION
Geographic location of unit when sample(s) are obtained (i.e. Jacksonville FL, port Naples, IT, at sea, etc.)
- 5 LOCALLY ASSIGNED BATCH NUMBER
Each batch of 12 samples, or portion thereof, shall be assigned a separate number by the submitting unit
- 6 DATE PREPARED FOR SHIPMENT
Date shipping container sealed and prepared for transportation to laboratory
- 7 SPECIMEN NUMBER
Preprinted on form
- 8 SSN OF PERSON PROVIDING SPECIMEN
Full social security number of person from whom sample obtained
- 9 TESTING PREMISE/AUTHORIZATION
Indicate the testing premise/authorization used to conduct the test
The following abbreviations are authorized

INSPECTIONS

RS Random sample
US Unit sweep
AT Accessions testing
OS Other service directed testing (specify)
RF Rehabilitation facility staff testing

MEDICAL EXAMINATION

ME Medical examination

OTHER

OT Other authorized testing (specify)

ADDITIONAL AUTHORIZED MARKINGS

CM May be used in court-martial proceedings
PR Member is in a Personnel Reliability Program
NP Member is in a Nuclear Power Program

- 10 PTF DAU POSITIVE

If screened positive by EMIT st portable kit or EMIT DAU in the field, indicate for which drug(s) screened positive. Leave blank if not screened prior to submission to lab. The following abbreviations are authorized

AMP = Amphetamine

PCP = Phencyclidine

THC = Marijuana/Hashish

BAR = Barbiturate

QUA = Methaqualone

OPI = Opiate

COCAINE = Cocaine

- 11 CHAIN OF CUSTODY

(a) Certification of Coordinator

(b) Specify the mode of accountable transportation utilized to ship specimens to the lab
(c) If/when custody of specimens changes other than for shipment (unless hand carried), each change of custody must be documented in this block (if a continuation sheet is necessary continuation sheet must contain the information of blocks 1, 3 and 5)

LABORATORY INSTRUCTIONS

Block Number

- A DSL CONDUCTING TESTING
Message address of NRMC drug screening lab which will report out the findings
- B RECEIVED FROM SHIPMENT
Identify the accountable mode of transportation utilized in shipping the samples to the lab
- C CONDITION OF SHIPPING CONTAINER
Indicate undamaged/damaged
Describe damage in block K
- D RECEIVING OFFICIAL
Name, grade/title & signature of official receiving the shipment for the lab and date received
- E DSL BATCH NUMBER
If used by the lab, indicate batch number assigned to the samples listed on this form
- F ASSIGNED INTRA-LAB CHAIN OF CUSTODY DOCUMENT NUMBER
If used by the lab, identify the chain of custody document which tracks samples through the lab
- G DSL ACCESSION NUMBER
Sequential number assigned to each sample
- H DSL FINDINGS
Indicate for which drug(s) confirmed positive (leave blank if negative or affix stamp indicating results negative)
- I REPORT OF RESULTS
Date-time group of message informing submitting command of results of lab testing
- J DSL CERTIFYING OFFICIAL
Certification of certifying official and date
- K DAMAGE TO SHIPPING CONTAINER
Describe damage to container if "damaged" marked in C

DO'S AND DON'TS

DO

- Remember **every bottle of urine holds a sailor's career**, so treat it accordingly.
- Test with the idea that the results will be used in a court-martial.
- Use officers/CPOs as coordinators/observers where at all possible.
- Limit chain of custody--one-man control where practical.
- Limit time frame of collection.
- Test smaller numbers of people on a more frequent test schedule.
- Vary test days, times--use unpredictable (creative) test schedule--weekends, twice in one week, holidays.
- Test coordinators/observers separately.
- Store sample bottles in lock-up, under control of coordinator.
- Encourage command presence (CO, XO, CMC, DO) during collection for credibility.
- Plan the setup of your collection area:
 - Keep unnecessary personnel in area to minimum.
 - Give yourself enough room to work in and to provide adequate room for those waiting to give specimens.
 - Gather all necessary materials before start of collection process.
- Review paperwork for errors--use two-party check if possible.
- Ship samples as soon as possible after collection.
- Re-tape the bottle after portukit screening, if field testing.
- Use widemouth bottles for females, whenever possible.
- Ensure the validity of the random selection process.
- Establish a policy for members who say they "can't go." We suggest member be kept in controlled area and provided with fluids until able to provide sample.
- Ensure shipment is in accordance with postal regulations

regarding the use of a second watertight seal.

-Ensure member provides at least 60 ml of urine. If a member does not provide at least 60 ml the first try, the sample should be turned over **BY THE MEMBER TO THE COORDINATOR**. The coordinator should maintain custody of the sample until the member is able to complete the sample, preferably within only a few hours. The coordinator may want to keep the member in a controlled area until member is able to complete the sample.

-Ask members if they are taking any medication and record it on the ledger. This will help if the question arises on a positive result.

DON'T

-Let samples out of your control at any time.

-Clutter testing area with personnel not involved in the urinalysis process.

-Use felt tip pens--do use ballpoint pen or indelible ink.

-Announce test date early.

-Write information on labels from memory--use preprinted forms.

-Complete Urine Sample Custody Document until after samples are collected. If completed prior, make sure any entries for samples not collected and shipped are lined through and initialed.

-Use junior enlisted personnel in urine collection process. It weakens credibility of the command's urinalysis program.

-Rely on memory for label and documentation preparation. Use the guidance provided in OPNAVINST 5350.4B and this handbook.

DRUG DETECTION WINDOWS

<u>DRUG</u>	<u>DETECTION WINDOWS</u>
THC (MARIJUANA)	1-5 DAYS*
COCAINE	2-4 DAYS
AMPHETAMINES	2 DAYS
BARBITURATES	1-2 DAYS
OPIATES	1-2 DAYS
PCP	5-7 DAYS
LSD	1-2 DAYS

*Longer than five days is indicative of chronic or heavy use.

NAVY DRUG CUTOFF LEVELS

<u>DRUG</u>	<u>(RIA) SCREENING LEVEL</u>	<u>(GC/MS) CONFIRMATION LEVEL</u>
THC (MARIJUANA)	50 NG/ML*	15 NG/ML
COCAINE	150 NG/ML	100 NG/ML
OPIATES:		
MORPHINE	300 NG/ML	300 NG/ML
CODEINE	300 NG/ML	300 NG/ML
HEROIN (6 MAM)	300 NG/ML	10 NG/ML
AMPHETAMINES	500 NG/ML	500 NG/ML
BARBITURATES	200 NG/ML	200 NG/ML
PCP	25 NG/ML	25 NG/ML
LSD	.5 NG/ML	.4 NG/ML

The radioimmunoassay (RIA) test and the gas chromatography/mass spectrometry (GC/MS) test are two separate tests employing different technologies. The RIA screening test detects a class of drugs. The GC/MS test detects a specific metabolite of a drug.

The Navy drug laboratories conduct an initial RIA test on all specimens. Negative specimens are discarded. Positive specimens undergo an additional RIA screening test and a GC/MS confirmation test. All three tests must be positive above the established DoD cutoff level before a specimen is reported as positive to a command.

*Nanograms per milliliter

ADDRESSES

BUREAU OF NAVAL PERSONNEL
NAVY DRUG AND ALCOHOL PROGRAM DIVISION
PERS 63
WASHINGTON DC 20370-5630

DSN: 224-8008/8009/8015
COMMERCIAL: (703) 614-8008/8009/8015

MAJOR CINC ALCOHOL AND DRUG CONTROL OFFICERS (ADCO):

COMMANDER IN CHIEF
US ATLANTIC FLEET CODE N12
NORFOLK VA 23511-6001

DSN: 564-6348/6030
COMMERCIAL: 804-444-6348/6030

COMMANDER IN CHIEF
U. S. PACIFIC FLEET CODE N162
PEARL HARBOR HI 96860

DSN: 474-6796
COMMERCIAL: 808-474-6796
6795/5848

COMMANDER IN CHIEF
US NAVAL FORCES EUROPE
LONDON ENGLAND
BOX 4
FPO NEW YORK 09510

DSN: 235-4142
COMMERCIAL: 9-011-44-1-409-4142

CHIEF OF NAVAL EDUCATION
AND TRAINING
CODE OOM
NAVAL AIR STATION
PENSACOLA FL 32508

DSN: 922-4995
COMMERCIAL: 904-452-4995

NAVY DRUG SCREENING LABORATORIES

COMMANDING OFFICER
NAVY DRUG SCREENING LABORATORY
BLDG 38H
GREAT LAKES IL 60088-5223

DSN: 792-3701
COMMERCIAL: (708) 688-6862
FAX # (708) 688-5513
NAVDRUGLAB GREAT LAKES IL

COMMANDING OFFICER
NAVY DRUG SCREENING LABORATORY
JACKSONVILLE FL 32214-5240

DSN: 942-7760
COMMERCIAL: (904) 777-7760/7761
FAX # (904) 942-7761
NAVDRUGLAB JACKSONVILLE FL

COMMANDING OFFICER
NAVY DRUG SCREENING LABORATORY
NAVAL AIR STATION BLDG S33
NORFOLK VA 23511-6295

DSN: 564-8089
COMMERCIAL: (804) 444-8089/8120
FAX # (804) 445-4325
NAVDRUGLAB NORFOLK VA

COMMANDING OFFICER
NAVY DRUG SCREENING LABORATORY
BLDG 65 8750 MOUNTAIN BLVD
OAKLAND CA 94627-5050

DSN: 855-6184
COMMERCIAL: (510) 633-6175/6176
FAX # (510) 636-8200
NAVDRUGLAB OAKLAND CA

COMMANDING OFFICER
NAVY DRUG SCREENING LABORATORY
NAVAL HOSPITAL BLDG 26 2B
SAN DIEGO CA 92134-6900

DSN: 522-9372
COMMERCIAL: (619) 532-9372
FAX # (619) 532-7337
NAVDRUGLAB SAN DIEGO CA

NAVY DRUG SCREENING LABORATORY AREAS OF RESPONSIBILITY

NDSL GREAT LAKES: All activities assigned to CNET, all USMC accession points as designated by CMC, and selected naval activities located in the Great Lakes area.

NDSL JACKSONVILLE: Those units designated by CINCLANTFLT or CMC and those undesignated units in geographic proximity.

NDSL NORFOLK: Those units designated by CINCLANTFLT, CMC, or CINUSNAVEUR and those undesignated units in geographic proximity.

NDSL OAKLAND: Those units designated by CINCPACFLT or CMC and those undesignated units in geographic proximity.

NDSL SAN DIEGO: Those units designated by CINCPACFLT or CMC and those undesignated units in geographic proximity.

NOTE: Recruit Training Centers will send recruit accession specimens to the geographically nearest NDSL for confirmation testing.

TAMPER RESISTANT TAPE

TIME MEDICAL LABELING SYSTEM
144 Tower Drive
Burr Ridge, IL 60521

Toll Free: 800-323-4840
(in CA) 800-382-3371

Cost: \$13.16 per 1000 strips of tape

Unit of issue: Pad (500 strips per pad)

Minimum Order Limitation: \$50.00 (4000 = \$52.64)

GSA Contract Number: GS-02F-48169

Product Number TRL-2N

SHIPPING BOXES

<u>Stock number</u>	<u>Qty</u>	<u>Price</u>	<u>Size</u>	<u>Shipment size</u>
6640-00-165-5778	10	\$12.98	8"x3.5"x6"	12 bottles
(*) 8115-00-290-3365	25	\$3.46	8"x4"x4"	for 6 bottles
(*) 8115-00-290-5494	25	\$4.35	8"x5"x4.5"	for 9 bottles

(*) Does not include bottles or divider

SECONDARY CONTAINER BAGS

<u>Stock Number</u>	<u>Size</u>	<u>Use</u>
6530-01-307-5431	Bag, specimen 5" x 6"	Single bottle bag
6530-01-307-5430	Bag, specimen 4" x 6.5"	Single bottle bag
6530-01-304-9762	Mailing pouch 10.5" x 15"	12 bottle mailing bag

SECONDARY CONTAINER ABSORBENT PADS

6530-01-307-7434	Pouch, liquid absorbent 1.25" x 1.25"	Single bottle absorbent
6530-01-307-7433	Pouch, liquid absorbent 2.5" x 3"	Single bottle absorbent
6530-01-304-9754	Pouch, liquid absorbent 5" x 5"	Single or mailing pouch absorbent
7530-01-304-9751	Label, Specimen Container	